



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 19

7 March 2003

IN PROGRESS REVIEWS FOR AT-03 PLANNING (G3/USPFO/G4)

1. The Fort Drum Pre-AT-03 Conference was hosted by the DPTM, Fort Drum, NY on 9 Oct 02.
2. Attached enclosures outline the Logistical Planning Sequence of Events and Logistical Suspense List for MSCs, that must be accomplished by deploying NJARNG Units prior to their arrival at Fort Drum, NY for Annual Training 2003.
3. To ensure quality logistical support for the Fort Drum Annual Training Period, 16-30 AUG 03, the G4 has scheduled four (4) In Progress Reviews (IPRs). As a minimum, corresponding MSCs S3 NCOs and S4 NCOs are required to attend. It is also recommended that Battalion and Squadron level S3 NCOs and S4 NCOs are in attendance.
4. MSCs will provide Annual Training Suspense Reports as indicated in the suspense listings to the appropriate office, ATTN: G3-T or G4-POR. Information copies must also be provided to the above offices with respect to training and logistical requests and forecasts that are required to be forwarded by subordinate units through corresponding MSC Headquarters directly to Fort Drum, NY.
5. IPR Schedule is as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOGISTICAL SUSPENSED REQUIREMENTS DUE</u>
09 April 03	0930 Hrs	120 Days Out
07 May 03	0930 Hrs	90 Days Out
4 June 03	0930 Hrs	60 Days Out
16 July 03	0930 Hrs	30 Days Out

6. Location: Conference Room (TBAN), HQ NJNG, 3650 Saylor's Pond Road, Fort Dix, New Jersey.
7. POC G4 office is LTC PETER A. D'ELIA (609) 562-0274.
8. POC G3 office is CPT JUDIE MARRANCO (609) 562-0758.

OFFICIAL:

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General



FRANK. R. CARLINI
COL, GS, NJARNG
Chief of Staff

Encls

DISTRIBUTION: A, A2, B, C, S: G3 (10), S: G4 (10), S: HHD STARC (5)

ANNUAL TRAINING 2003 (AT-03)
ASCOFS, G4
LOGISTICAL PLANNING SEQUENCE

AT – 180 DAYS OUT

SUBMIT FORMAL FORT DRUM FORM 447-R
FORECAST RANGES AND TRAINING AREAS

AT – 120 DAYS OUT

FORECAST AMMO 120 DAYS PRIOR, BUT NLT 1 SEP
REQUIREMENTS MEMO TO TISA (FAILURE TO SUBMIT THIS MEMO TIMELY MAY RESULT IN UNITS INABILITY TO DRAW RATIONS)
SUBMIT FORECAST FOR PACKAGED POL TO DOL HAZMAT COORDINATOR
SUBMIT MILES REQUEST
RANGE SCHEDULING CONFLICTS RESOLVED. RANGE/TRAINING AREA LOCK-IN.

AT – 90 DAYS OUT

SUBMIT COMPLETED FORT DRUM FORM 447-R TO DPTM
SUBMIT MOVEMENT FORMS THRU HIGHER HEADQUARTERS FOR APPROVAL
(DD 1287 – REQUEST FOR COMMERCIAL TRANSPORTATION)
(DD 1265 – REQUEST FOR CONVOY CLEARANCE)
(DD 1266 - REQUEST FOR SPECIAL HAULING PERMIT {MARCH ORERS})
SUBMIT EQUIPMENT DENSITY LIST TO SMA
SUBMIT ADVANCE /TRAIL PARTY SUPPORT REQUEST TO FOOD SERVICE
REQUEST CIVILIAN DFA'S FROM FOOD SERVICE
CUTOFF DATE FOR UPDATED AMMO FORECASTS
SUBMIT FORECAST FOR CL IX REPAIR PARTS (TO ENSURE CL IX PARTS FOR COMMON EQUIPMENT WILL BE AVAILABLE)

AT – 60 DAYS OUT

SUBMIT REQUEST FOR DRIVER'S TRAINING TO TRANSPORTATION
SUBMIT DA FORM 4103-R FOR TRAINING AIDS/DEVICES

AT – 45 DAYS OUT

SUBMIT DA 581, REQUEST FOR AMMO THRU MACOM'S TO ASP, WITH INFO COPY FORWARDED TO ASP
SUBMIT AVIATION REQUIREMENTS

AT – 30 DAYS OUT

SUBMIT FUNDING DOCUMENTS FOR SUPPLIES & SERVICES TO INSTALLATION BUSINESS OFFICE
SUBMIT DD FORM 448 FOR LINEN
SUBMIT DD FORMS 1687 (SIGNATURE CARDS) AND ASSUMPTION OF COMMAND ORDERS FOR LINEN, POL, AMMO, REPAIR PARTS, BUS SUPPORT, & MAINTENANCE
SUBMIT FINALIZED PERSONNEL STRENGTH TO TISA
CUTOFF DATE FOR REQUESTING TRANSIENT DINING SUPPORT FROM FOOD SERVICE
MOA FOR PACKAGE POL TO OPLOC-ORLANDA
MOA FOR REPAIR PARTS TO OPLCOC-ORLANDO
UNITS APPROVING AGENCY SENDS UNIT INFO TO FORT DRUM FOR BULK POL
SUBMIT ONE DD FORM 344 FOR TELEPHONE SERVICE
SUBMIT REQUEST FOR PORTABLE LATRINES
REQUEST FOR STORAGE OF WEAPONS

AT – 20 DAYS OUT

DA 3294-R TO TISA FOR UGR-As, BOXED LUNCHES, & UHT MILK

AT – 15 DAYS OUT

DA 3294-R TO TISA FOR UNITIZED H&S, ENHANCEMENTS & WARMING/COOLING BEVERAGES.

CONFIRM BUS SUPPORT REQUIREMENTS.

SUBMIT APPROVED COPY OF CONVOY CLEARANCES & SPECIAL HAULING PERMITS TO THE UNIT MOVEMENTS OFFICER, TRANSPORTATION DIVISION.

AT – 10 DAYS OUT

DA 3294-R TO TISA FOR MREs & POUCH BREAD.

FIRST FRIDAY (ADVANCE PARTY)

DOL LOGISTICAL ADVANCE PARTY BRIEFING, BLDG P-4525, 1000 Hrs

MANDATORY FOR ALL G4/S4 PERSONNEL (OR A DESIGNATED REPRESENTATIVE)

FORT DRUM ANNUAL TRAINING LOGISTICAL 2003 SUSPENSES

SUSPENSE ITEMS (No. OF COPIES)	FORMAT	Suspense Date	REMARKS AND/OR REFERENCES
Initial Ration Requests (5) (Include MREs)	DA Form 3294-R	9-Apr-03	To TISA, Fort Drum, NY
Packaged POL Request	DA Form 2765-1	9-Apr-03	To USPFO-SSD-W
Broome Cty Fair Grounds Rest Halt Site Request	DA Form 3953	9-Apr-03	To USPFO-SSD-PC
Ration Requests for Movement to and from Annual Training	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Request for Ice for Rest Halts and RON Sites during movement to and from Annual Training	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Request for Portable Latrines at Rest Halts and RON Sites-synch times with actual arrival times	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Request for Portable Trash Dumpsters at Rest Halts and RON Sites	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Class IX Requests	ULLS-G	30-Apr-03	To Class IX
Request for Equipment (Out of State)	FORSCOM Form 156-R	30-Apr-03	To G4-POR
Road Movement Request	DD Form 1265/DD Form 1266	30-Apr-03	To G4-TRANS
Commercial Move Request (5)	DD Form 1287	30-Apr-03	To USPFO-SSD-TRANS
Request for Rental Refrigeration Trailers (5)	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Request for Rental Copiers/FAX Machine (5)	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Request for Rental Forklift (5)	DA Form 3953	30-Apr-03	To USPFO-SSD-SC
Fuel Credit Cards	DA Form 2765-1	30-Apr-03	To USPFO-SSW-W
Borrowed Equipment (NJ Assets)	Memorandum	30-Apr-03	To G4-POR
Request for Batteries	DA Form 2765-1	30-Apr-03	To Class IX
Expendable/Consumable (Janitorials)	ULLS-S4	30-Apr-03	To USPFO-SSD-W
Fuel Requests	Memorandum	30-Apr-03	To G4-BT
Request for Portable Latrines (Janitorials)	Memorandum	30-Apr-03	To RCSD, Fort Drum, NY
Training Support Request	Fort Drum Form 447-R	30-Apr-03	To CRD TT, Fort Drum, NY
MATES Equipment Request	NY Form 33/FORSCOM Form 151	30-Apr-03	To Mates, Fort Drum, NY
Class A/Pin Numbers/Telephone Request	Memorandum	30-Apr-03	To DCSIM (DOIM)
Linen Request	Memorandum	21-Jun-03	To G4-BT
Final Ration Request	DA Form 3938/DD Form 448	21-Jun-03	To TISA, Fort Drum, NY

FORT DRUM ANNUAL TRAINING LOGISTICAL 2003 SUSPENSES

SUSPENSE ITEMS (No. OF COPIES)	FORMAT	Suspense Date	REMARKS AND/OR REFERENCES
Final Ration Request (5)	DA Form 3294-R	21-Jun-03	To TISA, Fort Drum, NY
Signature Cards: MATES, TISA,	DA Form 1687/DA Form 577 Assumption of Command Letters	21-Jun-03	To Fort Drum, NY (MATES, TISA, Class I, II, III, IV, V, IX, etc.)
Telephone Request	DA Form 3938/DD Form 448	21-Jun-03	To DISCM (DOIM), ATT:Telecom Manager
Office Automation Equipment	Memorandum	21-Jun-03	To DCSIM (DOIM), ATTN: Info Management Branch Chief

Fort Drum
Annual Training 2003 Suspenses

	SUSPENSE ITEM	DOCUMENT	DATE DUE	REFERENCE	REMARKS
1	AT Objectives	Memorandum	31-Jan-03	FM 7-0, page 3-11	
2	Laser Range Operation	FD Form 80-R	31-Jan-03	FD 350-4, Appendix H-7; para 2-6	
3	Final Ammo Forecast	ATAMS DRDI	14-Feb-03	DA Pam 710-2-1	
4	MILES Request	FD Miles Request Form	14-Mar-03	FD 135-6, p. 50, Section III	
5	Training Events / Block Plans	Block Format	14-Mar-03	FM 7-0, page 4-23	
6	CALFEX Request	See Reference	1-May-03	FD 350-4, Appendix I, p. 214; AR 385-62&AR 385-63	2 Copies
7	Training Schedules	SATS	1-May-03	FM 7-0, page 4-31	
8	Risk Assessment	Risk Management Worksheet	1-May-03	FD 135-6, para 4-20.c; FM 100-14	
9	Ammo	DA Form 581; DA 1687 w/ Assumption of Command	1-May-03	FD 135-6, para 9-14; FD Reg 700-5	
10	Range OIC / Safety Officer Certification	Memorandum	1-May-03	FD 135-6, para 4-20.b.	
11	Live Fire Range OIC or SO	Memorandum	1-May-03	FD 135-6, para 8-6; FD 350-4	
12	Record of Environmental Consideration	FD Form 541	1-May-03	FD 135-6, para 7-33; FD 350-4, App N; NJ-34256-nas\POTO\Drum\Enviro; file nameENVGUIDE	one 541 per BN; original signatures required
13	Training Aids Equipment (TSC)	DA 1687 (x3) and Letter of Assumption of Command	1-Jul-03	FD 135-6, para 2-3	
14	TAM	FORSCOM Form 1049-R	1-Oct-03	FORSCOM Reg 220-3	